

INSTRUCTIONS: GIVING NOTICE OF THE HEARING

STEP 1: DETERMINE WHO MUST GET NOTICE

Notify each person listed under “People Entitled to Notice” on the Petition to Discharge the Guardian and/or Conservator. If you are the guardian and/or conservator, also notify each person listed under “Certificate of Delivery” on the Guardian’s Report and/or Conservator’s Accountings.

STEP 2: DECIDE WHICH NOTICE METHOD TO USE

For Guardianship of a Minor without Conservatorship: If you know where the person lives, use Mail or Hand-Delivery. If you don’t know where they live, use Publication.

For All Other Cases: If the person lives in Arizona, use Personal Service. If they live outside Arizona, use Mail or Hand-Delivery. If you don’t know where they live, use Publication.

STEP 3: DETERMINE YOUR TIMELINE FOR GIVING NOTICE

You must give notice by at least 14 business days before the hearing. Using the table below, give yourself enough time to complete each step of each notice method by then.

Notice Method	Notice is Complete
Mail or Hand-Delivery	When you mail or hand-deliver the documents
Personal Service 1. Acceptance of Service 2. Service by Process Server, Sheriff, or Tribal Law Enforcement	1. When the person signs the Acceptance of Service 2. When the process server, sheriff, or tribal law enforcement officer hands the person the documents
Publication	After the third publication (NOTE ALSO: Notice must be published 3 times before the hearing)

STEP 4: DELIVER OR SERVE THE DOCUMENTS

Mail or Hand-Delivery: Mail or hand-deliver a copy of the following to the person being notified. Do not include attachments to the Guardian’s Report or Conservator’s Accountings.

- ☐ Notice of Hearing signed by the court
- ☐ Petition to Discharge the Guardian and/or Conservator
- ☐ If applicable, Guardian’s Report Upon Discharge
- ☐ If applicable, Conservator’s Accounting Upon Discharge
- ☐ If applicable, Final Accounting

Personal Service: Using one of the two methods listed below, serve a copy of the documents listed above on the person being notified.

1. **Acceptance of Service:** Use this method to ask the person to accept service so you don't have to use the more costly methods listed below. See the forms and instructions for "Acceptance of Service" in this packet.
2. **Service by Process Server, Sheriff, or Tribal Law Enforcement:** If the person won't accept service, you must hire a process server, sheriff, or tribal law enforcement to serve the papers. See the forms and instructions for "Service by Process Server, Sheriff, or Tribal Law Enforcement" in this packet.

Publication: Publish the signed Notice of Hearing in a newspaper once a week for four weeks in a row. See the instructions and forms for "Service by Publication" in this packet.